

11 April 1960

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations
From 1-31 March 1960

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 12,597 IN cables, 5,281 OUT cables, 981 TD's and 967 miscellaneous items for a total of 19,826 work items for the month of March 1960. This represents an increase of 2,311 items or 13% more than the 1959 monthly average of 17,515. This month is the highest we have had since October 1958 when we reproduced and disseminated 20,223 items.

b. Cables increased 2,278 or 14.5% over the 1959 monthly average of 15,600 cables. The March 1960 total is 2,350 or 15% more cables than February 1960 and 774 or 9% more cables than March 1959.

c. TD's decreased 95 or 9% under the 1959 monthly average of 1,076 TD's.

d. We processed an average of 753 cables Monday through Friday, 398 on Saturday and 202 on Sunday.

e. 1,227 cables or 7% of all cables processed were furnished to the Director as compared to 1,250 or 8% for February 1960.

2. Personnel

We are three persons short of our ceiling strength of [REDACTED] and we have not requested the assignment of any additional persons pending our evaluation of the possible savings from the Haloid Xerox 914 Printer.

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3. General

a. A portion of the monthly report of IWOG is submitted as an indication of the volume of cables being disposed of as TD's during other than normal duty hours.

The processing of these TD's almost concurrently with their receipt has altered somewhat the workload of the Cable Secretariat, but I believe we can adjust to the changes.

"Received during periods of Division dissemination responsibility	248
Received during periods of IWOOG Dissemination responsibility	673
Disseminated by IWOOG	438
Dissemination responsibility transferred from IWOOG to Divisions	235

IWOOG disseminated approximately 65% of the intelligence cables received during its periods of dissemination responsibility. It is of interest to note that during the first half of the month, IWOOG disseminated 57% of the cables it received. During the last half of the month we disseminated 73%. The major reason for non-dissemination is lack of data on the source. As we accumulate more nearly complete source data, our percentage of dissemination will rise. It is doubtful though that the percentage ever will run much higher than about 80%. There are some cables that must be passed to the divisions for processing by personnel having detailed area knowledge. Other cables come from sources so sensitive that headquarters processing must be done by someone intimately knowledgeable of the source."

b. A Haloid 914 Office Copier was installed in the Cable Secretariat during the month. Our experience with it so far tends to strengthen our conviction that this equipment will prove to be a real time, labor, and money saver for us. As soon as we have had a little more experience, we hope to report something concrete in the way of benefits. If it proves to be as satisfactory as we hope, we will rent a second machine to serve both as back-up to our present machine and as a copier for additional copies required after initial dissemination.

c. We also tested two new model offset presses during the month. One proved to be unsuitable for our operations. The other seems to be ideally suited for our work and I am going to place an order for one against funds available in our budget.


Cable Secretary

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